

JUN 11 2012

LUNENBURG TOWN
CLERK OFFICE

May 23, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 6:02 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds, and Deborah Christen. Note: The May 3, 2012 meeting was cancelled due lack of quorum.

On-Going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: New Hire – Library, Marabeth Balboni, Library Assistant, Grade 5, Step 1, 13.06/hour, effective February 2, 2012.
Reclassification – Accountant, Nancy Forest, to Payroll Coordinator, Grade 10, Step 1, 20.09/hour, effective April 1, 2012.

Current Business:

1. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Discussion on Review of Progress and Assignments of LPC Initiatives for 2012, and Next Meeting Agenda.

The next scheduled meeting will be on June 6, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, Barbara 2nd) at 6:16 p.m.

Respectfully submitted,



Deborah Christen, Secretary